

## RECORDS RETENTION/DISPOSITION AUTHORIZATION

STATE OF WISCONSIN

- Instructions for completion are provided on page 2.
- In accordance with s. 16.61, Wis. Stats, this form must be completed, approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - If the designated records officer is allocating these numbers, he/she may assign the number subject to Board approval. Otherwise leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

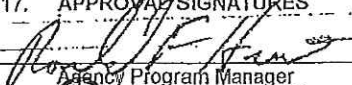


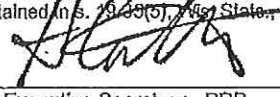
4. Agency Name Department of Children and Families		5. Type of Request: <input type="checkbox"/> Sunset/Renewed <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Closed/Superseded	
Division Name Division of Safety and Permanence		Subdivision Name Bureau of Permanence and Out-of-Home Care	
7. RECORD SERIES TITLE Licensing Files - Purged Material		6. Prior RDA # (if applicable) (8 digits)	
8. Record Series Life Cycle Dates Year Created: 1940 Year Discontinued: 2016 Yr. of Final Disposition: 2017		9. Type of Medium Paper <input checked="" type="checkbox"/> Machine Readable <input type="checkbox"/> Converted from paper to another media <input type="checkbox"/> Audio Recording <input type="checkbox"/> Other (Specify) <input type="checkbox"/>	
10. RETAIN: (Specify Actual Period) Yrs: 1 Mo: Wks: Permanent <input type="checkbox"/>		11. AFTER: (SPECIFY EVENT. If event is not specified, retention is based on creation) <input type="checkbox"/> Closed/terminated/death <input checked="" type="checkbox"/> Superseded <input type="checkbox"/> Entered Into Data System <input type="checkbox"/> Other - specify:	
12. AND: (DISPOSITION) <input type="checkbox"/> Destroy <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Historical Society		Transfer To Wisconsin <input type="checkbox"/> Transfer To UW <input type="checkbox"/> Transfer To Other Location <input type="checkbox"/> (Specify):	

Purpose: The licensing files provide documentation that an individual/facility received a license and that the minimum license requirements established by Statute and Administrative Rule(s) continue to be met. This RDA covers non-essential or time limited material that is purged out of files, as per schedules 682 and 682A

Contents: Includes, but are not limited to, non-current program/policy statements, checklists, personnel lists and pamphlets/brochures from facilities, copies of the application, license, letter of transmittal and insurance certificates other than the original and the current copy, inspection request letters and exception requests and related general correspondence which could be considered non-essential to the licensing process.

Definitions: Non-current is considered to be any material that has been superseded by a new/different policy, list, statement, study, etc. Closed - facility/agency ceases operation or does not complete that application process.

APPROVAL SUBJECT TO 10-YEAR  
SUNSET. RESUBMITTAL REQUIRED  
PRIOR TO August 2019

14. Filing arrangement (Check all appropriate categories) <input checked="" type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Chronologic <input type="checkbox"/> Subject <input checked="" type="checkbox"/> Disarranged		16. Record Series is Confidential (If Yes, Statute/Code) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - specify:	
15. Records contain personally identifiable information (If Yes, Contact Name & Phone #) <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - specify: Julie Strong (715) 365-2508		17. APPROVAL SIGNATURES	
 Agency Program Manager Date: 6/18/09		 Agency Records Officer Date: 6/22/09	
PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions on record destruction contained in s. 19.45(5), Wis. Stats. (Open Records Law), and that no records be destroyed if litigation or audit involving these records has commenced.  State Archivist Date: AUG 28 2009		 Executive Secretary - PRB Date: 9/1/2009	